



United States Department of the Interior

U.S. GEOLOGICAL SURVEY
BOX 25046 MS 801A
Denver Federal Center
Denver, Colorado 80225

In Reply Refer To:
U.S. Geological Survey
Attention: Mr. Nour Suleiman
Box 25046, MS 406
Denver Federal Center
Denver, Colorado 80225

April 10, 2019

Mr. Ben Welsh
MuckRock News
Dept MR 68696
411A Highlands Ave
Somerville, Massachusetts 02144-2516
Transmitted by electronic mail: 68696-10469335@requests.muckrock.com

Re: U.S. Geological Survey (USGS) Freedom of Information Act (FOIA) Tracking #
USGS-2019-00076 – Response

Dear Mr. Welsh:

This is our response to your Freedom of Information Act (FOIA) request dated February 9, 2019, in which you requested copies of the following information:

Any and all style guides that govern how USGS creates and formats information graphics and data visualizations.

We have completed our review of the records responsive to your request. We have enclosed 59 portable document format (PDF) records, consisting of 278 pages, and which is being released to you in their entirety. In coordination with the USGS Science Publishing Network (SPN), we have found the following records responsive to your request:

The folder labeled “Map Templates and Style Guides” contains two subfolders, one for Generic Maps (24 pages) and the other for Geologic Maps (24 pages). Each folder contains an Adobe Illustrator template and style guide for map sheets. It also includes a PDF version of an internet web page for templates and style guides that explains how the templates are to be used by USGS authors.

The folder labeled "PDF Versions of Intranet Web Pages Linked from Style Guidance" contains internal USGS web pages linked to Style Guidance from SPN.

The PDF labeled "Page-Size_Illustration_Standards.pdf" (160 pages) is a complete set of standards for USGS authors who produce graphic illustrations for publication.

The PDF labeled "Sta22_Preparing Illustrations.pdf" (30 pages) is a section on preparing illustrations from the "Suggestions to Authors of the Reports of the United States Geological Survey" (seventh edition, or "STA 7"). Some of this information is obsolete or has been superseded by the guidance documents listed above. The complete version of STA 7 is available to the public from the USGS Publications Warehouse at <https://doi.org/10.3133/7000088>.

Finally, the PDF labeled "DOI_ISSN_QRcode.pdf" (20 Pages) provides usage and placement guidance for Digital Object Identifiers (DOI), International Standard Serial Numbers (ISSN), and Quick Response (QR) codes for USGS information products.

Please see the following link for guidance for use of the U.S. Geological Survey Visual Identity System (VIS) including the USGS identifier by non-USGS individuals/organizations:
<https://www.usgs.gov/information-policies-and-instructions/usgs-visual-identity-system>

We have classified you as a representative of the "news media" requester. We provided electronic records, therefore, there is no billable fee for the processing of this request.

The 2007 FOIA amendments created the Office of Government Information Services (OGIS) to offer mediation services to resolve disputes between FOIA requesters and Federal agencies as a non-exclusive alternative to litigation. Using OGIS services does not affect your right to pursue litigation. You may contact OGIS in any of the following ways:

Office of Government Information Services
National Archives and Records Administration
8601 Adelphi Road – OGIS
College Park, Maryland 20740-6001
Telephone: (202) 741-5770
Fax: (202) 741-5769
Toll-free: 1-877-684-6448
E-mail: ogis@nara.gov
Web: <https://ogis.archives.gov>

Please note that using OGIS services does not affect the timing of filing an appeal with the Department's FOIA & Privacy Act Appeals Officer.

You also may seek dispute resolution services from our FOIA Public Liaison, Mr. Brian May, USGS Freedom of Information Act (FOIA) Officer, at the following address:

U.S. Geological Survey
Department of the Interior
5522 Research Park Drive
Baltimore, Maryland 21228
Telephone: (443) 498-5521
Fax: (443) 498-5510
Email: foia@usgs.gov

This completes our response under your request. If you have any questions about our response to your request, you may contact me by phone at (303) 236-2733, by email at foia@usgs.gov, or by mail at Denver Federal Center, Box 25046, Mail Stop 801A; Denver, Colorado 80225.

Thank you for your interest in the U.S. Geological Survey.

Sincerely,

Nour Suleiman
U.S. Geological Survey
Government Information Specialist

Enclosures (Two File Folders, 59 PDFs, 278 pages):

DOI_ISSN_QRcode.pdf (20 Pages)

Page-Size_Illustration_Standards.pdf (160 Pages)

Sta22_Preparing Illustrations.pdf (30 Pages)

Map Templates and Style Guides (File Folder)

Generic Maps (24 PDFs, 24 Pages)

Geologic Maps (24PDFs, 24 Pages)

USGS SPN Adobe Illustrator Map Templates and Style Guides_Web page.pdf (3 Pages)

PDF Versions of Intranet Web Pages Linked from Style Guidance (File Folder)

GIS Guidance.pdf (1 Page)

Graphics Toolbox.pdf (1 Page)

ISBN Numbers.pdf (2 Pages)

ISSNS.pdf (1 Page)

Typography.pdf (6 Pages)

USGS_PubStndsMemo_2013-01_QRcodes.pdf (2 Pages)

SPN General Guidelines for Authors Preparing Graphics for Publishing.pdf (4 Pages)